

ADMINISTRATIVE - INTERNAL USE ONLY

4 updated

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Status of FY 1987 Objectives

FROM:

EXTENSION

NO.

Chief, Procurement Management Staff, OL

DATE

2 October 1987

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.
Chief, IMSS/OL

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PROCUREMENT MANAGEMENT STAFF, OL

STATUS OF FY 1987 OBJECTIVES

1. Coopers and Lybrand Implementation

This MBO was completed in fiscal year (FY) 1987. The latest status report is attached.

2. Devise and Establish a Program to Enhance Competition in Contracting

This MBO was completed in FY 1987. Once fourth quarters statistics are available, the established program will be reviewed as to its effectiveness. Recommendations for change will be made if deemed appropriate.

3. Procurement Management Review of Contract Teams

This MBO was completed in terms of planned FY 1987 activities, i.e., review three contract teams. The contract team reviews for the Directorate of Intelligence, the Office of Research and Development, and the Foreign Broadcast Information Service have been completed.

4. CIA Contracting Manual (CCM)

This MBO was completed in FY 1987. Printing and production of the CCM will be completed by 30 September 1987, with distribution scheduled the first week in October.

5. Contract Guide for Training by Independent Contractors

This MBO was completed in FY 1987. The guide was completed in July for incorporation into the Layman's Handbook.

6. Publish Layman's Handbook

Responsibility for completion of this MBO was transferred to the Chief, Printing and Photography Division, OL, during the fourth quarter of FY 1987. Prior to the transfer of responsibility, a revised Layman's Manual was submitted to the Director of Logistics for review and approval.

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STATUS REPORT
COOPERS AND LYBRAND IMPLEMENTATION
30 September 1987

Organization and Resources (6)

1. Procurement Division, OL, restructure
2. Expand team authority
3. Add settlement and review functions
4. Reduce letter contracts
- *5. Augment staffing
- *6. Obtain pricing expertise

Policy and Procedures (9)

1. Clarify Procurement Management Staff, OL, role
- *2. Improve contract data
3. Standardize files
- *4. Improve CONIF data
5. Establish competition goals
6. Enhance contracting officer role
7. Emphasize price and performance criteria
- *8. Improve acquisition planning
9. Define legal authorities

*Completed Fourth Quarter FY 1987

Organization and Resources

5. A study of positions required for each contract team and group has been prepared and submitted to the Procurement Executive and the Director of Logistics. This action is now completed.

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*Organization and Resources (continued)

6. The requirement for additional audit support for the contract teams was addressed in the above staffing study entitled "Procurement Positions Required for the Agency Contracting Organization." A feasibility study to improve pricing expertise has also been prepared.
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*Policy and Procedures

2. The CONIF Working Group determined that the Coopers and Lybrand study had not considered the data stored in the systems of individual contracting teams. This data provides management information pertaining to workload. Management data currently provided by the CONIF system was determined to meet the needs of Agency managers.
4. The CONIF Working Group revised the Form 1218, separating the Business Justification (B.J.) from the CONIF Data Summary. The B.J. will be reported in memorandum form following a specified format. The revised Form 1218 was renamed the CONIF Data Summary and Routing Sheet. Procurement Note 108 will provide instructions for completing Form 1218.
8. The "Acquisition Planning Guide for Agency Procurement" has been prepared. This guide augments coverage of this subject already included in the CIA Contracting Manual.

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